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TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY SERVICES  
GRANT & CONTRACT SRVS.

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EXECUTIVE DIRECTOR

James R. Hinc

January 13, 1999

Jackie C. Wyatt, Director  
Office of Sponsored Projects  
University of Texas at Arlington  
Box 19145  
Arlington, Texas 76019-0145

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RE: PRS Contract #99980202 - Monitoring Report and Close-Out Notice

Dear Ms. Wyatt:

Fiscal monitoring is a systematic examination of financial records and procedures of your agency that pertain to your contract with Texas Department of Protective and Regulatory Services (PRS).

This type of monitoring is authorized consistent with PRS contract management guidelines and state and federal regulations. The purpose of fiscal monitoring in the contract management context is to help assure fiscal responsibility and accountability. Therefore, the following must occur:

- Bills submitted to PRS must be consistent with the contract budget.
- Expenditures must be necessary, reasonable, and allowable.
- Records must be kept consistent with Generally Accepted Accounting Principles.
- Documentation of service delivery must show adherence to contract terms and other applicable program and legal requirements.

On-site fiscal monitoring for the Community Youth Development Program was conducted on August 27, 1998, for University of Texas at Arlington. The method of payment for the contract was cost reimbursement and the contract amount was \$33,122.10. The contract term was January 12, 1998 through May 31, 1998.

The primary focus of the fiscal monitoring was the testing of expenditure transactions for the program. PRS reviewed documentation to assure that expenditures actually occurred and were necessary, reasonable, and allowable. Specifically, the following months were tested:

- February 1998
- April 1998

**There were no deficiencies or findings noted. Therefore, PRS Contract #99980202 is officially closed. All terms and conditions of the contract have been met, and final payment has been made to University of Texas at Arlington. Also, as stated in the contract, please insure all records are retained for five years from the date of this letter.**

Thank you for your work with the Community Youth Development Program.

Enclosure one (1)

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Sincerely,

A handwritten signature in cursive script that reads "Patti Darrington". The signature is written in black ink and is positioned above the typed name.

Patti Darrington  
Youth Services Specialist

cc: PRS Billing File